

c. ORGANIZATIONAL RELATIONSHIPS. The Witnessing Official Alternate will report to the Commanding Officer.

310. HEADS OF DEPARTMENTS

a. GENERAL DUTIES. The Head of a Department (Department Head) of a command or other activity will be the officer detailed as such by competent authority. He/she will be the representative of the Commanding Officer in matters pertaining to the department. All persons assigned to the department will be subordinate to him/her and all orders issued by him/her will accordingly be obeyed by them. In the performance of his/her duties as Department Head, he/she will conform to the policies and comply with the orders of the Commanding Officer.

b. DIRECT COMMUNICATIONS WITH COMMANDING OFFICER. The Department Head will confer directly with the Commanding Officer concerning departmental matters whenever such action is necessary for the good of the department, command or the Naval service. The Commanding Officer will be informed as to the general condition of all machinery and other installations of his/her department, and especially of any circumstance or condition which may affect command safety or operations including the need for and the progress of repairs other than those of a minor nature. Without permission of the Commanding Officer, the Department Head will not disable the machinery or equipment for which responsible when such action may adversely affect the safety or operation of the command. The Executive Officer will be kept appropriately informed of all matters described here.

c. SPECIFIC RESPONSIBILITIES. The Department Head, subject to the orders of the Commanding Officer will:

(1) Organize and train the department for battle readiness.

(2) Prepare and maintain the bills and orders for the organization and operation of the department.

(3) Assign personnel to stations and duties within the department.

(4) Be responsible for the effectiveness of the department. Plan, direct, and supervise the work and training of departmental personnel.

(5) Coordinate the department safety program with the unit's Safety Officer and supervise the department's division safety officers. Ensure all security measures and safety precautions are strictly observed by all persons within the

department and others concerned with matters under department control. Ensure safety precautions are kept conspicuously posted and personnel are frequently and thoroughly instructed and drilled in their observance.

(6) Make frequent inspections of the personnel, material and assigned spaces of the department. Each Department Head or a representative will inspect daily and report the condition of the department to the Executive Officer, who will make a similar report to the Commanding Officer.

(7) Control the expenditure of allotted funds and operate the department within the limit of such funds.

(8) Ensure economy in the use of public money and stores.

(9) Assume responsibility for the proper operation, maintenance, preservation, custody and inventory of equipment and other material assigned to the department.

(10) Maintain records and submit department reports.

(11) Maintain custody of the keys for departmental spaces and storerooms except those assigned by regulation to the custody of another officer. Designate subordinates within the department to have duplicate keys.

(12) Be responsible for the cleanliness and upkeep of departmental spaces except as prescribed by regulation or other competent authority.

(13) Anticipate the personnel and material needs of the department and submit timely requests to fulfill requirements.

(14) Cooperate with other department heads to ensure full command coordination.

(15) Ensure optimum readiness within the department in accordance with NWP 62-1 (NOTAL) .

(16) Supervise the training and professional development of junior officers assigned to the department.

(17) Advise division officers regarding morale matters or discipline within the department, and keep the Commanding Officer informed of any matter adversely affecting the department, command, or the Naval service.

11 April 1994

(18) Maintain a maintenance and material management system or a current unit's maintenance project for the department.

(19) Approve exchanges of duty between similarly qualified officers or enlisted personnel of the department, subject to instructions from the Executive Officer and the Senior Watch Officer.

(20) Maintain standards of performance and conduct; evaluate performance by means of drills, exercises, inspections, and other control devices; initiate fitness reports and evaluation sheets, and review periodic marks; and make recommendations to the Executive Officer for meritorious marks and disciplinary matters.

(21) Implement a department training program within the command training program.

(22) Supervise the execution of PQS topics applicable to the department. Qualify personnel for watch stations and equipment/system operation and maintenance.

(23) Review eligibility of departmental enlisted personnel for advancement in rating.

(24) Forward special requests to the Executive Officer, with recommended action. In the case of requests involving special privileges, comment on past conduct and performance.

(25) Submit budgetary requirements for the maintenance and operations of the department, and approve expenditures from funds allocated by the Commanding Officer.

(26) Prepare the department organization manual and directives and ensure dissemination and observance.

(27) With the DCA, supervise the training of departmental personnel in damage control.

(28) Perform other duties as assigned.

d. FUNCTIONAL RELATIONSHIPS. In addition to those duties prescribed in the previous section for the department head, he/she will be responsible for the supervision of the specific functional area to which assigned.

e. ORGANIZATIONAL RELATIONSHIPS. A Department Head will report to the Commanding Officer for the operational readiness of the department; for the general condition of the machinery and

11 April 1994

other installations, including the need for and progress on major repairs and any circumstances affecting operational readiness; and for any matters relating to the department which may affect the department, the command, or the Navy. He/she will report to the Executive Officer for all administrative matters and advise the Executive Officer of direct reports to the Commanding Officer. Immediate subordinates assigned to the Department Head will report directly to him/her.

f. **TRANSFER OF GOVERNMENT PROPERTY.** Neither a Department Head nor his or her subordinates will transfer government property from a command or activity without the approval of the Commanding Officer.

g. **DUTIES WHEN FITTING OUT A UNIT.** Each Department Head will, during the fitting-out period, carefully inspect all parts of the unit and all apparatus and equipment assigned to the department. He/she will keep the Commanding Officer informed of the results and the corrective action taken.

h. **DUTIES UPON DETACHMENT.** When the Department Head of a unit or head of a major subdivision of an activity is detached from such duty, the officer and the relief will jointly inspect the material and the records of the department. Upon completion of the inspection, both officers will submit a joint report to the Commanding Officer which will include:

(1) A statement of any defects, deficiencies or unsatisfactory conditions within the department or major subdivision having the potential to affect adversely the safety, well-being, readiness, fiscal integrity, or command performance.

(2) A statement of the transfer of the equipage charged to the department or subdivision (not required in activities where equipage is held in the plant account).

(3) If there is disagreement between these officers as to the conditions observed, a statement of the facts in dispute will be submitted to the Commanding Officer.

(a) In the event of a disagreement, the Commanding Officer will ascertain actual conditions, fix the responsibility and take appropriate action.

(b) Should circumstances prevent a joint inspection, the incoming Department Head will make the inspection and the report as soon as possible, and in any event, within 20 days after taking charge.

1. DUTIES OF PROSPECTIVE DEPARTMENT HEAD. An officer ordered to duty as prospective Head of Department of a command or activity to be commissioned or established will perform the duties prescribed in this chapter, subject to the orders of the officer to whom he/she has reported for duty.

311. ASSISTANTS TO DEPARTMENT HEADS. Assistants required for the proper performance of department functions may be assigned to each department concerned. Department Heads will ensure that their assistants efficiently perform their assigned duties. The prescribed duties of a Department Head will not be construed to relieve subordinates from their responsibilities which includes the supervision and training of personnel assigned to them; the proper care, preservation, and economical use of equipage and stores in their charge; the upkeep and cleanliness of assigned spaces; and the maintenance of records and preparation of reports required in connection with their duties. All officers will perform other duties as may be assigned.

311.1 DEPARTMENT ADMINISTRATIVE ASSISTANT

a. GENERAL DUTIES. The Department Administrative Assistant will function as an aid to the department head in the details of administration.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY:

(1) Supervise department administrative personnel, ensuring maintenance of assigned office spaces and the upkeep of office equipment.

(2) Supervise the assignment and training of the department administrative personnel.

(3) Screen all incoming correspondence routed to the department, and initiate action when appropriate; screen all outgoing correspondence.

(4) Assist the Department Head in implementing directives from higher authority as they pertain to the administration of the department.

(5) Assist in the preparation of all department directives; and, following release by the Department Head, exercise control over their issuance, ensuring effective dissemination.

(6) Supervise maintenance of department records, and maintain a tickler file on all required reports.

(7) Coordinate preparation of the department in-port daily watch bill.

(8) Assign tasks to and evaluate the performance of enlisted personnel assigned to the department office.

c. ORGANIZATIONAL RELATIONSHIPS. The Department Administrative Assistant will report to the Department Head. Department enlisted personnel assigned to the department office will report to the department administrative assistant.

311.2 DEPARTMENT TRAINING OFFICER

a. BASIC FUNCTION. The Department Training Officer will assist the Department Head in coordinating the department training program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY:

(1) Assist in developing a department training program in support of unit training objectives.

(2) Assist in developing a program of individual training based on existing PQS requirements, where applicable, to provide qualified reliefs for key personnel on existing PQS requirements.

(3) Implement approved training plans and policies within the department.

(4) Coordinate the administration of division training programs within the department. This responsibility will entail supervision of the preparation of training materials and review of curriculum, courses, and lesson plans; assistance in the selection and training of instructors; observation of instruction given at drills, on watch, on station, and in the classroom, followed by recommendations to the Department Head; procurement of, through the unit's Educational Services Officer, required training aids and devices including films, projectors training courses, and books.

(5) Assist the Department Head in the periodic review of PQS and division training records. Provide training progress updates to the Department Head when required.

(6) Maintain department training records and reports.

(7) Disseminate information about fleet and service schools.

(8) Assist in planning and coordinating the training of the junior officers of the department following unit training policy.

(9) Initiate requisitions for training supplies and materials, subject to the approval of the Department Head.

c. ORGANIZATIONAL RELATIONSHIPS. The Department Training Officer will report to the Department Head. He/she will collaborate with the unit's Training Officer in coordinating the department training program with the training objectives of the unit and assists the Division Training Assistants in their training programs.

312. AIRCRAFT INTERMEDIATE MAINTENANCE OFFICER

a. BASIC FUNCTION. In ships with an Aircraft Intermediate Maintenance Department, the head of that department will be designated the Aircraft Intermediate Maintenance Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he or she will be responsible under the Commanding Officer, for the supervision and direction of the intermediate maintenance effort of aircraft embarked or assigned to the ship.

b. SPECIFIC DUTIES. The Aircraft Intermediate Maintenance Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which includes:

(1) The intermediate maintenance support for all embarked aircraft.

(2) The intermediate and organizational maintenance for aircraft assigned to the ship.

(3) The operation, care, and maintenance of all intermediate aircraft maintenance support equipment allocated, and providing prepositioned organizational aircraft maintenance support equipment for the embarked air wing.

(4) The frequent review and submission of changes to the applicable allowance lists, and the maintenance of accurate equipage and calibration records.

(5) The coordination of assignment of organizational maintenance work spaces to embarked air wing, and the maintenance and security of these spaces when the air wing is not embarked.

(6) Updating of facility plans to accommodate deck load changes and new weapons systems.

(7) Review of outstanding ship alterations and the submission of recommendations on proposed ship alterations concerning the aircraft maintenance facilities.

(8) The scheduling and conduct of a monthly maintenance material meeting for representatives from all supported activities and the supply department.

(9) The coordination of personnel requirements in conjunction with the air wing maintenance officer to ensure that necessary skills and quantities of personnel are available to support the intermediate maintenance requirements of the embarked air wing.

(10) The administration of a dynamic, aggressive quality assurance (QA) program.

(11) The providing of qualitative and quantitative analysis of aviation 3-M documentation to the Commanding Officer or to appropriate authority to determine the department's production efficiency and management effectiveness.

(12) The performance of other duties assigned by cognizant authority.

c. ORGANIZATIONAL RELATIONSHIPS. The Aircraft Intermediate Maintenance Officer will report to the Commanding Officer on matters concerning aircraft intermediate maintenance support of the embarked air wing and the assigned aircraft. He/she reports to the Executive Officer for all administrative matters.

313. AIRCRAFT MAINTENANCE OFFICER

a. GENERAL DUTIES. In aviation units which have an Aircraft Maintenance Department, the head of that department will be designated the Aircraft Maintenance Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he or she will be responsible, under the Commanding Officer, for the supervision and direction of the maintenance effort in support of the unit aircraft.

b. SPECIFIC DUTIES. The Aircraft Maintenance Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which includes the following:

(1) Organize and administer the operation of the Aircraft Maintenance Department including assignment of responsibilities and management of personnel, facilities, material, and workflow.

(2) Provide training for permanently and temporarily assigned personnel.

(3) Continuously and progressively analyze the mission of the department and ensure that timely planning is conducted and that a statement of requirements to meet future needs is initiated.

(4) Ensure that the production output of the department is of the proper quantity and quality following applicable specifications and directives.

(5) Maintain liaison with other department heads and representatives of higher authority and other maintenance organizations.

(6) Ensure compliance with maintenance, safety and security procedures.

(7) Monitor programs to prevent fuel, hydraulic, and oil contamination; foreign object damage and corrosion.

(8) Provide data analysis summaries to the Commanding Officer and other superiors in the chain of command, as requested.

(9) Ensure that the Individual Material Readiness List (IMRL) is frequently reviewed and changes submitted; that accurate equipment records are maintained, and required reports are submitted.

c. ORGANIZATIONAL RELATIONSHIPS. The Aircraft Maintenance Officer will report to the Commanding Officer for the maintenance effort of the department in support of the unit aircraft. He/she will report to the Executive Officer for the routine administration of the department.

314. AIR OFFICER

a. GENERAL DUTIES. In ships which have an Air Department, the head of that department will be designated the Air Officer. In addition to those duties prescribed elsewhere by regulations he/she will be responsible, under the Commanding Officer, for the

supervision and direction of launching and landing operations and for servicing and handling of aircraft.

b. **SPECIFIC DUTIES.** The Air Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include the following:

(1) Aircraft launching, landing, and handling operations, including visual traffic control related to these functions.

(2) Crash salvage and aircraft fire fighting.

(3) The operation, daily inspection, and care of aircraft handling equipment (including elevators, tractors, tow bars, firefighting vehicles) , as well as maintenance of catapults, arresting gear, and visual landing aids.

(4) The care, stowage and issue of aviation fuels and lubricants and the operation, maintenance and security of the systems pertaining thereto; the keeping of fuel records and the daily submission of the fuel report to the Commanding Officer.

(5) Control of aircraft (while airborne) in the landing pattern and on launch until control is assumed by the Operations Officer or other aircraft control authority.

c. **SAFETY PRECAUTIONS.** In those parts of the ship where aircraft and flammables assigned to the Air Department are stowed or handled, the Air Officer will ensure that applicable safety precautions are posted conspicuously and that the personnel concerned are instructed and drilled frequently in the safety precautions.

d. **ORGANIZATIONAL RELATIONSHIPS.** The Air Officer will report to the Commanding Officer for the conduct of flight operations. He/she will report to the Executive Officer for all administrative matters.

e. **ASSISTANTS TO THE AIR OFFICER.** When assigned, the Assistant Air Officer will report to the Air Officer. The following will also report to the Air Officer, or, when assigned, to the Assistant Air Officer:

(1) Flight Deck Officer.

(2) Catapult Officer.

(3) Arresting Gear Officer.

(4) Hangar Deck Officer

- (5) Aviation Fuels Officer.
- (6) Administrative Assistant.
- (7) Aircraft Handling Officer.
- (8) Training Assistant (Air).

315. AIR WING COMMANDER

a. GENERAL DUTIES. The Air Wing Commander is directly responsible to the assigned Battle Group Commander both ashore and afloat. He exercises command over units assigned by the type commander for operational and administrative control. He acts as principal advisor to the Battle Group Commander on air wing tactical employment and is responsible for the total warfighting capability of the air wing. A Deputy Wing Commander shall be responsible for the coordination and supervision of all activities of the several squadrons and detachments in the execution of approved employment schedules, material readiness, communications and intelligence functions of the air wing.

b. SPECIFIC DUTIES. The Deputy Air Wing Commander, under the Air Wing Commander, will be responsible for the proper performance of the air wing as a whole, which includes the following:

- (1) Execute approved employment schedules for squadrons and detachments of the air wing.
- (2) Maintain material readiness within the air wing.
- (3) Coordinate intelligence functions for the air wing.
- (4) Coordinate the departments concerned with the planning, scheduling and execution of flight operations.
- (5) Maintain an active and continuing safety program within the air wing, both in the air and on the deck, to promote safety consciousness and reduce accidents.
- (6) Maintain records of accountability and handle correspondence and reports.
- (7) Instruct air wing personnel on ship's organization, regulations and procedures.

(8) Administer liberty within the air wing following policies of the Air Wing Commander.

(9) Investigate reports referred to him or her involving disciplinary offenses by personnel of the air wing, and make recommendations to the ship's Commanding Officer or the squadron Commanding Officer, as appropriate, concerning their disposition.

(10) Safeguard the physical, mental and moral well being of assigned personnel; sustain within the air wing a sound state of morale.

(11) Maintain the spaces and equipment assigned to the air wing.

(12) Provide for the physical security of all embarked aircraft assigned to the air wing.

(13) Submit fitness reports on air wing staff officers and commanding officers of squadrons assigned to the air wing. Prepare concurrent fitness reports of the officer in charge of each of the composite squadron detachments assigned to the air wing per BUPERSINST 1610.10.

(14) When squadrons or detachments under his/her cognizance report to or depart from the ship, ensure that movement reports are filed promptly with the movement report center or the Movement Report Officer, as appropriate.

c. ORGANIZATIONAL RELATIONSHIPS. The Air Wing Commander will report to the Battle Group Commander for the operational readiness and tactical performance of the air wing. The Air Wing Commander will coordinate with the CV(N) Commanding Officer for maintenance and cleanliness requirements of spaces assigned to the air wing. The Carrier Commanding Officer retains sole responsibility for the execution of launch and recovery operations. The Air Wing Commander assists the Carrier Commanding Officer in this area by providing recommendations regarding airborne emergencies, divert, and bingo situations. The Air Wing Commander will coordinate with the ship's Operations Officer concerning employment, scheduling, training, and tactical air operations; with the Air Officer in matters of shipboard aircraft handling, maintenance, security, and safety of operations; and with other department heads in matters of mutual interest and responsibility. The Air Wing Commander will receive reports from commanding officers and officers in charge of embarked squadrons or other attached aircraft units.

316. AVIATION OFFICER

a. GENERAL DUTIES. In air-capable (except LPD class) ships that have a Navy helicopter detachment embarked, an Aviation Department will be organized. The Officer in Charge of the helicopter detachment will be the Department Head and will be designated the Aviation Officer. On LPD class ships where an Aviation Officer is permanently assigned, he will retain the duties as Air Department Head. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for the specific missions of the embarked aircraft.

b. SPECIFIC DUTIES. The Aviation Officer, under the Commanding Officer, will be responsible for the proper functions of his/her department which will include:

- (1) Safety of aircraft, flight deck, and aviation department personnel.
- (2) Maintaining and servicing the helicopter and equipment assigned.
- (3) Supervising helicopter operations.
- (4) Training personnel involved in helicopter operations and aircraft support.
- (5) Advising the Commanding Officer on the state of training and readiness of the Aviation Department.
- (6) Coordinating maintenance, cleanliness, and preservation of assigned spaces.
- (7) Briefing personnel on rescue techniques and helicopter rescue equipment.
- (8) Advising the Commanding Officer on flight operations, including flight scheduling and improvements in air operations.
- (9) Morale, discipline and welfare of assigned personnel.
- (10) Maintaining custody and ensuring replacement of Individual Material Readiness List (IMRL) equipment.
- (11) Providing required aircraft accounting reports per AIRTYCOM directives.

c. ORGANIZATIONAL RELATIONSHIPS. The Aviation Officer will be responsible to the Commanding Officer for the accomplishment of specific missions. He/she will be responsible to the Executive Officer in administrative matters. He/she will report to the Helicopter Squadron Commanding Officer through the ship's Commanding Officer. He/she will be also responsible to the parent command to ensure that squadron policies and doctrine are carried out.

316.1 HELICOPTER CONTROL OFFICER

a. GENERAL DUTIES. In air-capable ships which have an Aviation Department, or have a Navy helicopter detachment embarked, or in LPD class ships, the Helicopter Control Officer (HCO) will be responsible, under the Aviation Officer, for the supervision and direction of launching and landing operations and for servicing and handling of all embarked helicopters. The HCO will be a graduate of the helicopter indoctrination course unless a designated helicopter pilot.

b. SPECIFIC DUTIES, RESPONSIBILITIES AND AUTHORITY

- (1) Supervise all flight deck operations.
- (2) Man the helicopter control station during flight quarters.
- (3) Originate all transmissions from the helicopter control station to the bridge and helicopter.
- (4) Ensure that the flight deck check-off list is completed.
- (5) Receive reports from the Landing Signalman Enlisted (LSE) and crash party, and report ready for launch and recovery to the bridge.
- (6) Exercise control over the helicopter during launch and recovery and over-deck operations.
- (7) Ensure safe flight deck procedures are observed during flight operations.

c. ORGANIZATIONAL RELATIONSHIPS. The HCO will be responsible to the Aviation Officer, or to the Aviation Coordinator/Aviation Facilities Manager when the Aviation Officer is not embarked.

317. COMMUNICATIONS OFFICER

a. GENERAL DUTIES. In units which have a Communications Department, the head of that department will be designated the Communications Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer (or the Operations Officer in units which do not have a Communications Department), for visual and electronic exterior communications and for the administration of the internal systems pertaining thereto.

b. SPECIFIC DUTIES, RESPONSIBILITIES, AND AUTHORITY. The Communications Officer, under the Commanding Officer (or the Operations Officer in units which do not have a Communications Department), will be responsible for the proper performance of the functions of his or her department, which include:

(1) The receipt, transmission, and internal distribution of all visual and electronic messages. Handling responsibilities begin with the receipt of an incoming message or computer diskette, or upon the delivery of an originator's draft outgoing message to the Communications Department/Center.

(2) The proper handling, control, and accountability of all material issued to the department/division through the communications security material (CMS) system.

(3) The maintenance and direction of a communications security program which includes cryptological security, transmission security, and physical security of communications security materials (COMSEC), computer diskettes and automated data, and information.

(4) The operation and preventive maintenance of all visual and electronic exterior communications equipment assigned to the Communication Department. He or she will ensure that the necessary liaison exists with the Operations Department for the repair of assigned electronic equipment.

(5) Ensure observance of the restrictions on transmissions as required by emission control (EMCON) condition in effect.

(6) Ensure proper separation and control of classified material and information in the radio spaces. Control access to radio spaces and classified material. Enforce ADP security and proper handling procedures and accountability of computer diskettes and automated information systems.

c. ORGANIZATIONAL RELATIONSHIPS. The Communication Officer will report to the Commanding Officer (or the Operations Officer in units which do not have a Communications Department) for the readiness and employment of all visual and electronic exterior communications equipment and for the proper functioning of all associated internal systems and procedures. He/she will report to the Executive Officer for the administration of the Communications Department.

Assistants to the Communications Officer may include:

(1) A Radio Officer who will be responsible, under the Communications Officer, for electronic exterior communications and the administration of the internal systems pertaining thereto, including the operation and preventive maintenance of communications equipment.

(2) A Signal Officer who will be responsible, under the Communications Officer, for visual exterior communications and the administration of the internal systems pertaining thereto, including the operation and preventive maintenance of communications equipment.

(3) A Custodian of CMS material who will be responsible, under the Communications Officer, for procurement, custody, correction, issue, physical security, disposition, and reporting of such material.

(4) A Crypto Security Officer who will be responsible, under the Communication Officer, for secure and efficient cryptographic operations and for the supervision and training of all crypto operators. Crypto operators will be designated by the Commanding Officer, as prescribed by the Chief of Naval Operations, to perform duties involving the processing of messages in the classified communications spaces. This applies only to commands operating off-line cryptographic equipment.

(5) A Message Center Officer (Traffic Officer) who will be responsible, under the Communications Officer for message center operations and the administration of internal systems pertaining thereto, and also for the expeditious and proper handling of all incoming and outgoing messages, excluding tactical voice messages.

318. DEEP SUBMERGENCE OFFICER

a. GENERAL DUTIES. In units which have a Deep Submergence Department, the head of the department will be designated the Deep Submergence Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she is

responsible, under the Commanding Officer, for the supervision and direction of the launch and recovery operations and the servicing and handling of the deep submergence vehicle.

b. **SPECIFIC DUTIES.** The Deep Submergence Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Vehicle launching, recovery, and handling operations.

(2) The care and stowage of vehicle ballast, lubricants, and compensating oil.

(3) Safety aspects associated with servicing of the vehicle, stowage, and security of all equipment and specialized support vans associated with the deep submergence vehicle.

c. **SAFETY PRECAUTIONS.** In those parts of the ship where the vehicle and flammables are stowed or handled, the Deep Submergence Officer will ensure that applicable safety precautions are conspicuously posted and that the personnel concerned are instructed and drilled frequently and thoroughly in the safety precautions.

d. **ORGANIZATIONAL RELATIONSHIPS.** The Deep Submergence Officer will report to the Commanding Officer for the operational functions of the department. He/she will report to the Executive Officer for the routine administration of the Deep Submergence Department.

319. DENTAL OFFICER

a. **GENERAL DUTIES.** The head of the Dental Department of a command or other activity will be an officer of the Dental Corps and will be designated the Dental Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for preventing and controlling dental diseases and supervising dental hygiene within the command and for advising the Commanding Officer on all dental matters. The Dental Officer will practice within the scope of clinical privileges granted by the Commanding Officer.

b. **SPECIFIC DUTIES**

(1) Provide dental care and treatment to personnel of the command, and, when directed by the Commanding Officer, to other persons in the armed services of the United States, as required.

(2) Furnish other dental services as are authorized by law, and provided in these regulations, and in the Manual of the Medical Department (NAVMED P-117 (NOTAL)) .

(3) Report to the Commanding Officer any condition within the command or community which may endanger the dental health of either, and cooperate with local health authorities.

(4) Conduct periodic dental examinations and advise, with respect thereto, on the physical fitness of the personnel.

(5) Procure, inspect, store, issue, transfer, and account for dental stores and equipment.

(6) Formulate the policies and procedures of the Dental Department in conformance with Bureau of Medicine and Surgery (BUMED) directives.

(7) Integrate dental personnel with the Medical Department during general quarters or other emergencies, if so ordered by the Commanding Officer.

(8) Assist the Medical Officer in the identification of the dead.

(9) Ensure that Dental Department personnel are assigned only to duties directly or indirectly related to dental care or to the administration of dental facilities. This does not preclude assignment as members of courts-martial, audit, inventory and interview boards.

c. ADVERSE ENTRIES IN DENTAL RECORDS. The Dental Officer will conform to U. S. Navy Regulations concerning adverse entries in dental records.

d. COLLABORATION WITH THE MEDICAL OFFICER. The Dental Officer will inform the Medical Officer of any disease or condition discovered in the course of dental treatment or examination which requires medical attention and will consult with the Medical Officer regarding all cases requiring collaboration in treatment.

e. ORGANIZATIONAL RELATIONSHIPS. The Dental Officer will report to the Executive Officer for the administration of the Dental Department. Assistant Dental Officers will report to the Dental Officer.

129 JUL 1930

320. ENGINEER OFFICER

a. GENERAL DUTIES. The head of the Engineering Department of a unit will be designated the Engineer Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for the operation, care, and maintenance of all propulsion and auxiliary machinery, the control of damage, and, upon request of the head of department concerned, the accomplishment of repairs beyond their capabilities.

(1) In addition to the Engineering Department, nuclear-powered ships may have a Reactor Department when so designated by the Chief of Naval Operations. The head of the Reactor Department will be designated as the Reactor Officer and will be responsible for those duties normally assigned to the Engineer Officer that are prescribed elsewhere for the Reactor Officer. In nuclear-powered ships not having a Reactor Department, the Engineer Officer will be responsible for those duties prescribed for the Reactor Officer in addition to those prescribed for the Engineer Officer.

R) (2) On nuclear-powered ships, the Engineer Officer and/or the Reactor Officer and his principal assistants will also be guided by the provisions of the Engineering Department Manual for Naval Nuclear Propulsion Plants, OPNAVINST C9210.2 (NOTAL).

b. SPECIFIC DUTIES. The Engineer Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The operation, care, and maintenance of all machinery, piping systems, and electrical and electronic devices not specifically assigned to another department.

(2) Damage control.

(3) The repair of the hull and its appurtenances.

(4) The furnishing of power, light, ventilation, heat, refrigeration, compressed air, and water; and the operation, care and maintenance of associated equipment.

(5) The operation, care and maintenance of boat machinery.

(6) The care, stowage and use of fuels and lubricants not assigned to other department.

- (7) The maintenance of underwater fittings.
- (8) The maintenance of the Engineering Log and, except in ships having a Reactor Department, the Engineer's Bell Book.
- (9) The maintenance of the hull, machinery and electrical system in battle readiness.
- (10) Fire fighting. (Control of aircraft fires is the responsibility of the Air Officer in ships having an Air Department).
- (11) The maintenance of interior communications equipment.
- (12) The control and restoration of engineering and ship control casualties.
- (13) The coordination of all naval shipyard work and correspondence or communication relating to alterations or repairs to the hull and installed equipment. When the ship is in overhaul, this is the duty of the overhaul coordinator who may be assigned from another department.
- (14) The maintenance of required operating and maintenance records.
- (15) Technical assistant to the Executive Officer in carrying out chemical, biological, and radiological defense procedures.
- (16) Safe handling of hazardous materials. Ensure compliance with current safety precautions and environmental protection laws and regulations in the procurement, stowage, usage, and disposal of hazardous material.
- (17) The providing of ship facilities, equipment and key personnel required for repairs to the hull and machinery for repairs to material and equipment of other departments within the capacity of the Engineering Department.
- (18) The maintenance and repair of all equipment associated with the degaussing system, and act as Degaussing Officer.
- (19) Establish an organization of qualified personnel to monitor progress and inspect work performed on Engineering Department equipment by ship's force, commercial contractors, Intermediate Maintenance Activities, and depot level repair

activities, and to witness quality control tests as appropriate to ensure prompt and correct work completion.

(20) Personally inspect boilers, main engine, and generator reduction gears, the main and auxiliary condensers, main engine lube oil sumps, and the main engine internals before closure to ensure proper reassembly. The results of these inspections shall be reported to the Commanding Officer and entered in the Engineering Log. In the absence of the Engineer Officer, the Commanding Officer may assign this responsibility to the Main Propulsion Assistant.

(21) The proper operation of the ship's equipment in a manner that will achieve economy of fuel usage as directed by the Commanding officer.

c. ORGANIZATIONAL RELATIONSHIPS. The Engineer Officer will report to the Commanding Officer for the operational readiness and operation of the main propulsion and electrical plants and the damage control organization and systems. He/she will report to the Executive Officer for administration of the Engineering Department.

d. ASSISTANTS TO THE ENGINEER OFFICER. Assistants to the Engineer Officer may include a Main Propulsion Assistant; Reactor Control Assistant; Damage Control Assistant; Electrical Officer, Auxiliaries Officer, Administrative Assistant (engineering); and special assistants such as technical assistants for nuclear, biological, and chemical defense, fire marshal, and gas free engineering.

320.1 DAMAGE CONTROL ASSISTANT

a. GENERAL DUTIES. The Damage Control Assistant (DCA) will be responsible, under the Engineer Officer, for establishing and maintaining effective damage control organization and for supervising repairs to the hull and machinery, except as specifically assigned to another department or division.

b. SPECIFIC DUTIES

(1) The prevention and control of damage including control of stability, list, and trim. Supervise placing the ship in the condition of closure ordered by the Commanding Officer. Ensure that appropriate closure classifications are assigned and conspicuously marked on or adjacent to the objects to which they apply. Supervise the carrying out of prescribed test of compartments and spaces for tightness. Prepare and maintain bills for the control of damage and stability, and ensure that correct compartment check-off lists are posted.

(2) The training of the ship's repair party personnel in damage control, including fire fighting, emergency repairs and nonmedical defense against nuclear, biological, and chemical warfare using PQS for standardizing training.

(3) The operation, care, and maintenance of auxiliary machinery piping and drainage systems not assigned to other departments or divisions, and of the ship repair facilities; and repair of the hull and boats.

(4) The supervision and organization of the ship's Damage Control Petty Officer (DCPO) maintenance workcenter, and training of ship and embarked staff personnel assigned DCPO responsibilities.

c. ORGANIZATIONAL RELATIONSHIPS. THE DCA will report to the Engineer Officer.

320.2 ELECTRICAL OFFICER

a. GENERAL DUTIES. The Electrical Officer will be responsible, under the Engineer Officer, for the proper operation and maintenance of the electrical power generating, storage and distribution systems, and auxiliary electrical systems and equipment.

b. SPECIFIC DUTIES. The Electrical Officer will be responsible for maintaining required records associated with systems and equipment under his/her cognizance, including operating logs and preventive maintenance.

c. ORGANIZATIONAL RELATIONSHIPS. The Electrical Officer will report to the Engineer Officer.

320.3 MAIN PROPULSION ASSISTANT

a. GENERAL DUTIES. The Main Propulsion Assistant (MPA) will be responsible, under the Engineer Officer, for operation, care and maintenance of the ship's propulsion machinery, related auxiliaries, and such other auxiliaries as may be assigned. In nuclear-powered ships having a Reactor Department, certain duties prescribed herein will be the responsibility of the Reactor Officer and his assistants, as prescribed elsewhere herein.

b. SPECIFIC DUTIES

(1) The effective operation of the main engines and power generation equipment and assigned auxiliaries. The Main Propulsion Assistant will make or cause to be made frequent

11 April 1994

examinations of the machinery and equipment for which he/she is responsible and will ensure that repairs and adjustments are made subject to such authorizations as may be required. On getting underway, coming to anchor, and at other times when unusual care is required, he/she will personally supervise the operation of the main engines. Except in cases of emergency, he/she will ensure that fires are not lighted or secured under a boiler without permission of the Commanding Officer. He/she will ensure that the main engines are not turned except in obedience to a signal from, or by permission of, the Officer of the Deck.

(2) The care, stowage, and use of fuels, except those for aircraft, and the operation, maintenance, and security of systems pertaining thereto; the keeping of fuel records and the daily submission of a Fuel and Water Report to the Commanding Officer.

(3) The preparation and care of the Engineering Log, and, except in ships having a Reactor Department, the Engineer's Bell Book. He/she will inspect the logs daily and, more often when necessary, to ensure they are kept properly.

(4) The preparation of such operation, maintenance, and other engineering records, as necessary.

c. ORGANIZATIONAL RELATIONSHIPS. The MPA will report to the Engineer Officer.

321. FIRST LIEUTENANT

a. GENERAL DUTIES. In ships with a Deck Department, the head of the department will be designated the First Lieutenant. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for supervising the employment of equipment associated with deck seamanship, and, in ships not having a Weapons or Combat Systems Department, of the ordnance equipment.

b. SPECIFIC DUTIES. The First Lieutenant, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The preservation and cleanliness of the exterior of the ship except that part of the exterior assigned to another department.

(2) The operation, care, and maintenance of the ground tackle, mooring lines, and related equipment. Before entering port, the First Lieutenant will ensure that the ground tackle and, when appropriate, the mooring lines are ready. When

anchored, he/she will keep informed as to the condition of the ground tackle and will promptly inform the Commanding Officer of any corrective action necessary. When made fast to a dock, he/she will ensure that the lines are properly tended to accommodate changes in weather, tides and currents.

(3) The operation, care, and maintenance of the ship's boats, except boat machinery, of the life rafts and other lifesaving equipment. The First Lieutenant will ensure that the ship's boats are secured adequately and that the required life jackets and other standard safety equipment are in place and in serviceable condition. When at sea and at other appropriate times, the First Lieutenant will ensure that a supply of fresh water, provisions and other necessary articles are in the boats or attached to the life rafts (where appropriate) or similar lifesaving equipment.

(4) The operation, care, and maintenance of ship's booms and winches (except winch machinery) associated with amphibious, replenishment, salvage, and mine sweeping operations.

(5) The operation, care and maintenance of the towing gear and equipment, rigging, gangways, fueling and provisioning-at-sea gear, and other deck appurtenances. When at sea, the First Lieutenant will ensure that all gear about the weather decks is properly secured and, as appropriate, ready for use.

(6) All matters related to deck seamanship including loading and unloading operations.

(7) In ships not having an Air Department, the operation, care, and maintenance of the ship's flight deck, hanger, and all other prescribed flight deck equipment.

(8) In ships not having a Weapons or Combat Systems Department, the functions of the Weapons Department.

(9) The planning and execution of deck seamanship evolutions including anchoring, mooring, fueling, and replenishment at sea.

(10) The supervision of loading, unloading and stowage of cargo.

(11) The supervision of operation of the paint, sail, and boatswains' lockers (stowage, care, accountability, issue, and proper disposal of associated materials and equipment).

(12) The maintenance of a master life raft and boat personnel assignment list for the ship, including temporarily

11 April 1994

embarked personnel. Provide the current assignments to each officer and petty officer in charge of abandon ship stations.

(13) Promote traffic safety through vehicular training.

c. ORGANIZATIONAL RELATIONSHIPS. On ship's which have a Deck Department, the First Lieutenant will report to the Commanding Officer for employment and readiness of deck and seamanship equipment and to the Executive Officer for administration of the Deck Department. In ships with a Deck Department but not a Weapons Department, the Weapons Officer will be an assistant to the First Lieutenant and will be responsible for those duties relating to ordnance prescribed elsewhere for the Weapons Officer. In small ships, the duties of the First Lieutenant and Weapons Officer may be assigned to one officer. On ship's which do not have a Deck Department, the First Lieutenant will report to the Operations Officer in ships which have a Combat Systems Department or to the Weapons Officer in ships with primary characteristics related to ordnance or aircraft. The following will report to the First Lieutenant:

(1) Gunnery Officer (in ships whose primary characteristics are related to other than ordnance or aircraft).

(2) Cargo Officer.

(3) Ship's Boatswain.

(4) Boat Group Commander.

(5) Assistants as prescribed for the Weapons Officer.

322. MEDICAL OFFICER

a. GENERAL DUTIES. The head of the Medical Department will be an officer of the Medical Corps and will be designated the Medical Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for maintaining the health of the personnel of the command, making inspections incident thereto and advising the Commanding Officer on hygiene and sanitation affecting the command. The Medical Officer will practice within the scope of clinical privileges granted by the Commanding Officer.

b. SPECIFIC DUTIES

(1) Ensure that his/her department provides medical care to the personnel of the command and to other U. S. armed forces personnel as required.

(2) Furnish medical care, as provided by law and regulation, for dependents of persons in the naval service; for civilian employees of the Naval Establishment who are injured or become sick while at work; for civilian employees and dependents outside the continental limits of the United States; and for other supernumeraries specified in NAVMEDCOMINST 6320.3B.

(3) Report to the Commanding Officer any condition within the command or community which may endanger the health of either, and cooperate with local health authorities.

(4) Advise the Commanding Officer on the medical aspects of all pertinent quarantine regulations, and of the condition of the command in reference thereto, and assist health authorities in quarantine inspections.

(5) Conduct physical examinations, and advise the Commanding Officer as to the physical fitness of the personnel.

(6) Procure, inspect, store, issue, transfer, and account for medical stores and equipment, except those specifically assigned to the Dental Officer.

(7) Treat the sick and injured.

(8) Establish policies and procedures for administration of the Medical Department according to current directives.

(9) Conduct routine inspections of the unit's messing, food service, living, berthing, brig, and working spaces to ensure sanitary conditions exist.

(10) Conduct a weekly physical examination (the scope of which may be determined by indicating factors) of food service personnel, barbers, and personnel employed in the mess.

(11) Establish and supervise the crew training in personal hygiene, first aid, cardiopulmonary resuscitation (CPR), and other subjects as directed by the Commanding Officer.

(12) Prepare drafts of fitness reports for officers assigned to the Medical Department, including concurrent reports for the Flight Surgeon of the air wing (when embarked).

(13) Provide designated stations with required medical items for personnel decontamination, and advise on medical aspects of personnel decontamination training in nuclear, biological, and chemical (NBC) warfare defense.

(14) Maintain record of personnel radiation dosages in health records.

(15) Prepare and submit to Chief, BUMED (with a copy sent directly) any medical intelligence information of general naval medical interest, especially when in foreign waters or ports. Reports shall be made whenever appropriate and not necessarily periodically.

(16) Identify and care for the dead.

(17) Provide training in shipboard pest control for selected medical department personnel, and establish a pest control program.

(18) Ensure that personnel of the Medical Department are assigned only to duties related to patient care or to the administration of directly related facilities. This does not preclude assignment as members of courts-martial, audit, inventory, and interview boards.

(19) When appropriate, obtain samples/specimens to detect the possibility of biological attack. Advise and assist the DCA in decontamination of biological agents.

(20) Medical treatment and assignment of HIV(+) personnel shall be in accordance with SECNAVINST 5300.30C.

(21) Provide guidance concerning smoking in eating facilities, working spaces, and berthing spaces, and its potential impact on health, as described in SECNAVINST 5100.13A.

c. ADVERSE ENTRIES IN MEDICAL RECORDS. The Medical Officer will conform to U. S. Navy Regulations concerning adverse entries in medical records.

d. COLLABORATION WITH DENTAL OFFICER. The Medical Officer will inform the Dental Officer of any disease or condition discovered in the course of medical treatment or examination which requires dental attention and will consult with the Dental Officer regarding all cases requiring collaboration in treatment.

e. ORGANIZATION RELATIONSHIPS. The Medical Officer reports to the Commanding Officer in matters related to the health or well being of the ship's company. The Medical Officer reports to the Executive Officer in matters related to the administration of the Medical Department. Assistant Medical Officers and the Medical Administrative Officer report to the Medical Officer. The air wing Flight Surgeon, when embarked, reports to the Medical Officer on matters pertaining to sanitation, health,

medical treatment, and the fitness of air wing personnel to control aircraft.

f. RESPONSIBILITIES ON SHIPS HAVING NO MEDICAL OFFICER. When a medical officer department head is not embarked, enlisted medical personnel will represent the Surgeon General, through delegated authority, in all medical functions performed. They will be directly responsible to the Commanding Officer for the care of the sick, wounded and dead; the sanitation and hygiene of the command; the shipboard pest control program; the health of personnel; and the preparation of medical reports and records.

(1) The Medical Department Representative shall have direct access to the Commanding Officer regarding the health of the personnel of the command.

(2) In the routine performance of administrative duties, the Medical Department Representative will report to the Executive Officer or, in the case of deployed staffs without a medical department officer assigned, to the Chief Staff Officer.

(3) For organizational purposes, the senior Medical Department Representative and any other medical personnel assigned will be attached to the X Division, if established, or to the Operations Department.

(4) Preparation and execution of performance evaluations of the senior enlisted Medical Department Representative will not be delegated below the officer exercising direct supervision of the representative's professional duties.

(5) The Medical Department Representative will perform clinical procedures commensurate with his/her training and experience, and as directed by instructions to non-physician health care providers.

g. COLLATERAL DUTIES. NAVREGS 1990 forbids the assignment of medical personnel to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict.

323. NAVIGATOR

a. GENERAL DUTIES. The head of the Navigation Department or Division of a ship will be designated the Navigator. The Navigator normally will be senior to all watch and division officers. The Chief of Naval Personnel will order an officer as Navigator aboard large combatant ships. Aboard other ships, the Commanding Officer will assign such duties to any qualified officer serving under his/her command. In addition to those

duties prescribed by regulations for the head of a department, he or she will be responsible, under the Commanding Officer, for the safe navigation and piloting of the ship. The Navigator will receive all orders relating to navigational duties directly from the Commanding Officer and will make all reports in connection therewith directly to the Commanding Officer.

b. SPECIFIC DUTIES

(1) Advise the Commanding Officer and Officer of the Deck as to the ship's movements, and, if the ship is running into danger, as to a safe course to be steered. To this end the Navigator will:

(a) Maintain an accurate plot of the ship's position by celestial, visual, electronic, or other appropriate means.

(b) Prior to entering pilot waters, study all available sources of information concerning the navigation of the ship therein. Consult with the Commanding Officer about the advisability of requesting and employing a pilot and tugs; considering such circumstances as changing waterway configurations, experience in these pilot waters, extent of congestion or restriction of the waterway, and size of the ship.

(c) Give careful attention to the course of the ship and depth of water when approaching land or shoals.

(d) Maintain record books of all observations and computations made in navigating the ship, with results and dates involved. Such books shall form a part of the ship's official records.

(e) Report in writing to the Commanding Officer, when underway, the ship's position at 0800, 1200, and 2000 each day and other times required by the Commanding Officer.

(f) Procure and maintain all charts, sailing directions, light lists, and other publications and devices for navigation as may be required. Maintain records of corrections affecting such charts and publications. Correct navigational charts and publications as directed by the Commanding Officer and, in any event, prior to any use for navigational purposes. Corrections will be made following such reliable information as may be supplied to the ship or as the Navigator is able to obtain.

(2) The operation, care, and maintenance of the ship's navigational equipment. To this end he/she will:

11 April 1994

(a) When the ship is underway and weather permits, determine daily the error of the master gyro and standard magnetic compasses and report the result to the Commanding Officer in writing; cause frequent comparisons of the gyro and magnetic compasses to be made and recorded; adjust and compensate the magnetic compasses when necessary, subject to the approval of the Commanding Officer; prepare tables of deviations and post correct copies at the appropriate compass stations.

(b) Ensure that chronometer comparisons are made to determine their rates and error, and that the ship's clocks are set to the local standard zone time or in accordance with the orders of the senior officer present.

(c) Ensure that assigned electronic navigational equipment is kept in adjustment, and, if appropriate, that calibration curves or tables are maintained and checked at prescribed intervals.

(3) Advise the Engineer Officer and the Commanding Officer of deficiencies in the steering system and monitor the progress of corrective actions.

(4) Inspect daily, and more often when necessary, the Deck Log and take any corrective action as may be necessary and within his/her authority to ensure that it is kept properly.

(5) Prepare reports and records required in connection with navigational duties, including those pertaining to the compasses, hydrography, oceanography, and meteorology.

(6) Conduct navigation training of personnel such as junior officers, boat coxswains, and boat officers; train quarterdeck personnel in procedures for honors and ceremonies and all junior officers in Navy etiquette.

(7) Normally, be assigned as Officer of the Deck for honors and ceremonies, and other special occasions.

(8) Relieve the Officer of the Deck as authorized by the Commanding Officer (in writing).

(9) Compare charted depths with observed soundings and provide feedback to the Defense Mapping Agency with respect to chart information and accuracy, copy to the Oceanographer of the Navy, following NAVPUB 606, GUIDE TO MARINE OBSERVING AND REPORTING (NOTAL). Provide sounding information as necessary.

11 April 1994

c. DUTIES WHEN PILOT IS ON BOARD. The duties prescribed for the Navigator in these regulations will be performed by him/her whether or not a pilot is on board.

d. ORGANIZATION RELATIONSHIPS. The Navigator reports to the Commanding Officer concerning navigation and to the Executive Officer for the routine administration of the Navigation Department or Division. The following officers report to the Navigator:

(1) The Engineer Officer concerning the steering engine and steering motors.

(2) The Assistant Navigator, when assigned.

(3) The Oceanography Officer, when assigned, for the provision of information on weather and sea conditions affecting navigation.

324. OPERATIONS OFFICER

a. GENERAL DUTIES. The head of the Operations Department of a unit will be designated the Operations Officer. In addition to those duties prescribed by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for all operational aspects of the assigned mission. As such, he/she is charged with maintaining operational readiness in support of battle plans or other instructions as may be directed by higher authority.

b. SPECIFIC DUTIES. The Operations Officer is responsible for the proper performance of the functions of his/her department which include:

(1) The conduct of surface and air search.

(2) The execution of anti-air warfare (AAW), anti-surface warfare (ASUW), anti-submarine warfare (ASW), electronic warfare (EW), strike warfare (STW), and intelligence/cryptologic operations as directed, including the maintenance/dissemination of intelligence data, except on those platforms where any of the above functions and responsibilities are assigned to another officer.

(3) The control of assigned aircraft when airborne, except when this control is assigned to other authority or under the land-launch control of the Air Officer.

(4) The management and maintenance of battle group command and control systems and associated equipments in support of an embarked flag.

(5) The preparation of operation plans and orders and other reports and directives.

(6) The maintenance and repair of all electronic equipment except as assigned to another department.

(7) The collection, interpretation, display, and dissemination of meteorological and oceanographic information.

(8) In units not having a Communications Department, the functions prescribed in these regulations for the communications department.

(9) In units having a Combat Systems Department and not a Deck Department, the functions prescribed in these regulations for the Deck Department.

(10) The collection and transmission of requests for operational and logistic services required by the command in support of operations.

(11) The obtaining of clearance and operating assignments incident to the movements and operations of the unit.

(12) The preparation and issuing of training schedules.

(13) Providing photographic services.

(14) The maintenance and dissemination of the ship or unit's operating schedule.

(15) In units not having an Air Department, the functions prescribed elsewhere in these regulations for that department.

(16) In units not having a Deck Department, the functions prescribed elsewhere in these regulations for that department.

c. ORGANIZATIONAL RELATIONSHIPS. The Operations Officer will report to the Commanding Officer concerning operations, intelligence, and tactical employment of the unit and assigned aircraft. He/she will report to the Executive Officer for the administration of the Operations Department.

The following officers, when assigned, will report to the Operations Officer:

(1) Administrative and training assistants of the Operations Department (Subparagraphs 311.1 and 311.2 respectively).

(2) Air Operations Officer (supplied by the appropriate type commander)

(3) Combat Information/Direction Center (CIC/CDC) Officer (Subparagraph 324.1)

(4) Communications Officer (when not a department head) (Subparagraph 317.)

(5) Electronics Material Officer (EMO) (Subparagraph 324.2)

(6) Electronic Warfare (EW) Officer (Subparagraph 324.3)

(7) Intelligence Officer (Subparagraph 324.4)

(8) Oceanography Officer (Subparagraph 324.5)

(9) Photographic Officer (Subparagraph 305.18)

(10) Strike Operations Officer (supplied by the appropriate type commander)

(11) First Lieutenant when the ship has a Combat Systems Department but not a Deck Department

(12) Cryptologic Officer on those ships which have CESM capabilities (Subparagraph 324.6).

324.1 COMBAT INFORMATION CENTER OFFICER

a. GENERAL DUTIES. The Combat Information Center (CIC) Officer, when assigned, will be responsible, under the Operations Officer, for the operation and maintenance of CIC and related spaces. NOTE: On some ships CIC is named the Combat Direction Center (CDC). For the purpose of these regulations, the term CIC refers equally to both CIC and CDC.

b. SPECIFIC DUTIES

(1) The collection, analysis, display, and dissemination of combat and operational information.

(2) The execution of anti-air warfare (AAW), anti-surface warfare (ASUW), anti-submarine warfare (ASW), and electronic warfare (EW) in support of mission requirements.

(3) Command and control support to flag officers when embarked.

(4) The operation of all CIC related equipment, including radar, underwater search equipment (except in those units with ASW armament installed), and all warfare area related equipment used for obtaining and evaluating combat and operational information (unless equipment operation is specifically designated the responsibility of another officer).

(5) Assist the Navigator and Officer of the Deck (OOD) with the safe navigation of the ship by ensuring CIC maintains complete navigational and surface contact plots.

(6) The maintenance of Electronic Warfare Module related equipment (when the Electronic Warfare Officer, and Electronic Module personnel are under the CIC Officer).

(7) The supervision and training of personnel assigned.

(8) The tactical control of aircraft when airborne, except when this control is assigned to other authority or when under marshall, approach, or departure control (Air Operations Officer) or when under the land-launch control of the Air Officer.

324.2 ELECTRONICS MATERIAL OFFICER (EMO)

a. GENERAL DUTIES. The Electronics Material Officer (EMO) will be responsible, under the Operations Officer, for the readiness of all assigned electronic equipment, the administration of the electronic material function, and the repair of all shipboard electronic equipment other than weapons control radars in non-CV/CVN class ships and equipment specifically assigned to another division. In ships having a Combat Systems Department, the EMO's duties will be assumed by the Electronic Coordination Officer (ECO).

b. SPECIFIC DUTIES

(1) Responsible for the maintenance and repair of all electronic equipment, excluding weapons control radars in non-CV/CVN class ships and equipment specifically assigned to another division.

(2) Manage and supervise the electronics preventive maintenance program.

(3) Provide for maximum operational readiness of electronic equipment by performing operational tests and established maintenance procedures.

(4) Provide for correct use, maintenance, and repair of assigned electronic repair equipment.

(5) Direct equipment modifications required by authorized field changes.

(6) Establish and maintain a reporting and record system following with current instructions on the material status of all electronic equipment under his/her cognizance, including authorized equipment changes, repairs, and expenditure of repair funds.

(7) Assist and advise operating personnel, as requested by cognizant officers, in the proper operational procedures and characteristics of electronic equipment, including performance capabilities and limitations.

(8) Prepare, for forwarding through the Engineer Officer, work lists for shipyard availability repairs, and provide detailed specification and information requests for shipyard work. Follow-up with shipyard officials on work status, keep informed of work progress, and carry out inspection of completed work.

(9) Keep informed of the ship's current electronic equipment allowance and ensure the requisition and procurement of authorized equipment. Supervise the installation or storage of such equipment.

(10) Advise the Supply Officer on the requisitioning of electronic spare parts and ensure the ready availability of such parts.

(11) Maintain a technical library including one or more copies of instruction books for each type of equipment under his/her cognizance, and other related Navy manuals and commercial publications.

(12) Conduct a training program for assigned personnel.

(13) Be responsible for the cleanliness and preservation of assigned spaces.

(14) Be aware of developments in electronic equipment, maintenance and repair techniques, especially information affecting the ship's installation.

c. ORGANIZATIONAL RELATIONSHIPS. The EMO will report to the Operations officer.

324.3 ELECTRONIC WARFARE OFFICER (EWO)

a. GENERAL DUTIES. The Electronic Warfare Officer, under the Operations Officer, will be responsible for the organization, operation, and coordination of electronic warfare (EW), including detailed knowledge of electronic support measures (ESM), electronic counter-measures (ECM), electronic counter-countermeasures (ECCM), and cryptologic electronic support measures (CESM) in ships equipped for this function.

b. SPECIFIC DUTIES

(1) Supervise, train, qualify, and assign all EW equipment operators, CIC watch officers and other personnel connected with EW operations.

(2) Maintain an effective passive intercept organization capable of performing duties as an electronic intercept guard unit, search unit, direction-finder unit, or control unit within an assigned force, as ordered by the Officer in Tactical Command (OTC).

(3) Provide CIC and EW watches with a current electronic order of battle for friendly, potential nonfriendly, and enemy forces.

(4) Establish an effective emission control plan within the unit, including use of evasion and deception techniques.

c. ORGANIZATIONAL RELATIONSHIPS. The EWO will report to the Operations Officer. On CV/CVN class ships the EWO may report to the CICWO or EMO.

d. REFERENCE. NWP 33

324.4 INTELLIGENCE OFFICER

a. GENERAL DUTIES. The Intelligence Officer, under the direction of the Operations Officer, will be responsible for collecting and disseminating intelligence information. This duty will normally be assigned to an officer in the Operations Department.

b. SPECIFIC DUTIES

(1) Collect and maintain a classified file of all incoming information of intelligence value from various national, fleet, force, and unit intelligence collection sources and be familiar with its contents. Ensure compliance with reports required for specific operations.

(2) Inform the Commanding Officer, Executive Officer, and Operations Officer of intelligence materials held and of requirements for additional material, maps, charts, and publications.

(a) Material required for deployment as part of a tactical force will be distributed by the cognizant commander.

(b) Material required for deployment will be obtained prior to departure from the U.S.

(3) Provide briefings in a timely manner about intelligence information and route items of general interest within the command.

(4) Supervise the command's Intelligence Collection Team.

(5) Provide secure stowage for classified intelligence material following OPNAVINST 5510.1H and other applicable directives.

c. ORGANIZATIONAL RELATIONSHIPS. The Intelligence Officer will report to the Operations Officer regarding assigned duties and coordinate intelligence matters with the Operations Officer. Assistants, as assigned, will report to the Intelligence Officer.

324.5 OCEANOGRAPHY OFFICER

a. GENERAL DUTIES. The Oceanography Officer, when assigned, will be responsible, under the Operations Officer, for providing information concerning meteorological and oceanographic conditions, operational applications products, and tactical decision aids, as may be required.

b. SPECIFIC DUTIES. The oceanography officer will be responsible for:

(1) Observing, recording and reporting environmental observations.

(2) Forecasting weather and sea conditions for surface and air operations.

11 April 1994

(3) Assessing the environmental effects on the operations and performance of naval platforms, weapons, and sensors.

(4) Providing operational applications products for the optimum employment of naval platforms, weapons, and sensors.

(5) Providing tactical decision aids which integrate the air-ocean environment and the tactical action situation.

(6) Providing warnings and advisories of heavy or cold weather occurrences.

(7) Advising the Intelligence and Navigation Officers on mapping, charting, and geodesy procedures and related matters. Provide feedback to the Oceanographer of the Navy and the Defense Mapping Agency on product adequacy and coverage.

(8) Preparation of such reports and records as required.

(9) The operation, care and maintenance of meteorological and oceanographic equipment and instruments.

(10) The supervision and training of personnel assigned to him or her.

(11) The additional duty (ADDU) support to embarked staffs and flags.

c. ORGANIZATIONAL RELATIONSHIPS. The Oceanography Officer reports to the Operations Officer or the Navigator as appropriate and may be ADDU to embarked staffs and flags.

324.6 CRYPTOLOGIC OFFICER

a. GENERAL DUTIES. The Cryptologic Officer will be responsible, under the Operations Officer for operating and maintaining cryptologic systems and related spaces, and providing combat information to CIC.

b. SPECIFIC DUTIES

(1) Advise and assist the Operations Officer in planning for the employment of cryptologic systems.

(2) Conduct ship cryptologic intercept operations, and, when directed, coordinate intercept operations between units. Develop combat information from cryptologic intercept.

(3) Operate and maintain special security communications circuits.

(4) Provide information to support intelligence requirements and objectives identified by, or levied on, the command.

c. ORGANIZATIONAL RELATIONSHIPS. The Cryptologic Officer will report to the Operations Officer.

325. REACTOR OFFICER

a. GENERAL DUTIES. In ships with a Reactor Department, the head of that department will be the Reactor Officer. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for the operation, care, maintenance, and safety of the installed reactor plants and their associated auxiliaries. He will receive all orders relating to the operation, maintenance, and safety of the installed reactor plants and their associated auxiliaries directly from the Commanding Officer and will make all reports in connection therewith directly to the Commanding Officer. He will also be responsible for those duties normally prescribed for the Engineer Officer that are prescribed under the Reactor Officer's specific duties.

b. SPECIFIC DUTIES. The Reactor Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which include:

(1) The operation, maintenance, and repair of the reactor plants and their associated auxiliaries.

(2) The maintenance of the reactor plant and auxiliaries in a maximum state of battle readiness ensuring the ability to carry out the assigned mission and sustain damage.

(3) Maintaining nuclear fuel records and submitting reports when required.

(4) The safety of reactors and the disposal of radioactive wastes originated in the reactor plants. The Reactor Officer will act as the technical assistant to the Commanding Officer on reactor safety.

(5) The operation of the main engine throttles.

(6) The maintenance of the Engineer's Bell Book.

ORGANIZATIONAL RELATIONSHIPS. The Reactor Officer will

safety of the reactor plants and their associated auxiliaries. He will report to the Executive Officer on matters concerning the administration of the department.

d. RELATIONS WITH ENGINEER OFFICER. The special responsibilities of reactor plant operation require that the Reactor Officer and Engineer Officer exercise close coordination and cooperation in the operation and maintenance of the propulsion plant. In this regard, the Reactor Officer and his assistants will be responsible, as prescribed in their specific duties, for some duties normally prescribed for the Engineer Officer and his assistants on nuclear-powered ships not having a Reactor Department.

e. ASSISTANTS TO THE REACTOR OFFICER. Assistants to the Reactor Officer may include a Reactor Control Assistant, a Reactor Mechanical Assistant, a Chemistry/Radiological Assistant, and a Reactor Training Assistant.

325.1 REACTOR CONTROL ASSISTANT

a. GENERAL DUTIES. The Reactor Control Assistant will be responsible, under the Reactor Officer, for the safe and effective operation, care and maintenance of the reactor electrical, control and instrumentation systems.

b. SPECIFIC DUTIES

(1) Review and forward, as required, logs, records and reports relating to reactor control.

(2) Frequently examine equipment and systems for which responsible, and supervise repairs or adjustments. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Keep nuclear fuel records and submit a nuclear fuel report to the Commanding Officer weekly.

c. ORGANIZATIONAL RESPONSIBILITIES. The Reactor Control Assistant will report to the Reactor Officer.

325.2 REACTOR MECHANICAL ASSISTANT

a. GENERAL DUTIES. The Reactor Mechanical Assistant will be responsible, under the Reactor Officer, for the safe and effective operation, care and maintenance of the reactor mechanical and assigned main steam systems.

b. SPECIFIC DUTIES

(1) Review and forward, as required, logs, records and reports relating to reactor mechanical systems.

(2) Frequently examine machinery and equipment for which responsible, and supervise repairs or adjustment. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Inspect the Engineering Bell Book daily (more often when necessary) and take such corrective action as may be necessary.

c. ORGANIZATIONAL RELATIONSHIPS. The Reactor Mechanical Assistant will report to the Reactor Officer.

325.3 CHEMISTRY/RADIOLOGICAL ASSISTANT

a. GENERAL DUTIES. The Chemistry/Radiological Assistant will be responsible, under the Reactor Officer, for the reactor plant chemistry and radiological controls.

b. SPECIFIC DUTIES

(1) Review and forward logs, records and reports relating to reactor plant chemistry and radiological controls.

(2) Frequently examine reactor plant chemistry and radiological controls, and supervise adjustments thereto. Forward any recommendations for better operating and maintenance procedures to the Reactor Officer for approval by higher authority.

(3) Submit a daily report of the reactor and steam plant chemistry and radiological survey to the Commanding Officer via the Reactor Officer.

c. ORGANIZATIONAL RELATIONSHIPS. The Chemistry/Radiological Assistant will report to the Reactor Officer.

325.4 REACTOR TRAINING ASSISTANT

a. GENERAL DUTIES. The Reactor Training Assistant will be responsible, under the Reactor Officer, for implementation and supervision of the Propulsion Plant training programs. He is to ensure that the high standards of training and qualification, vital to the successful operation of naval nuclear propulsion plants, are constantly maintained.

b. **SPECIFIC DUTIES.** The Reactor Training Assistant, under the Reactor Officer, shall:

(1) Supervise the propulsion plant training organization and assure the objectives of the training program are being met. In doing this, he shall consult closely with division officers and shall provide guidance and assistance as necessary.

(2) Keep the Reactor and Engineer Officers informed of the training progress and deficiencies.

(3) Monitor the division officers' program for individual advancement in rate training to ensure they are effective and are in accordance with ship's policy.

(4) Perform such other tasks as may be assigned by the Reactor Officer or Engineer Officer with regards to training.

c. **ORGANIZATIONAL RELATIONSHIPS.** The Reactor Training Assistant will report to the Reactor Officer.

326. REPAIR OFFICER

a. **GENERAL DUTIES.** In ships with a Repair Department, the head of that department will be designated the Repair Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for repairs and alterations on those ships and aircraft made available for such work.

b. **SPECIFIC DUTIES.** The Repair Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The timely planning, scheduling, accomplishment and inspection of work to ensure its satisfactory completion per prescribed methods and standards.

(2) The operation of an adequate job-order system and the maintenance of a record of charges for materials used.

(3) The preparation of budget estimates for work performed by his department.

c. **ORGANIZATIONAL RELATIONSHIPS.** The Repair Officer reports to the Commanding Officer concerning the performance of the Repair Department and the Executive Officer for the routine administration of the Repair Department. Other officers assigned to the Repair Department will report to the Repair Officer.

11 April 1994

327. RESEARCH OFFICER

a. GENERAL DUTIES. In units which have a Research Operations Department, the head of that department will be designated the Research Officer. The Research Officer will be responsible for the operations, maintenance, and security of specified research, special purpose communications, and associated equipment. He/she will be the technical assistant to the Commanding Officer on certain research operations.

b. SPECIFIC DUTIES

(1) Conduct specified research operations following tasks levied by the Commanding Officer and per technical directives and guidance issued by competent authority.

(2) Supervise the operations, maintenance and repair of research operations and special communications spaces and related equipment.

(3) Be responsible for the security of specific research operations, spaces, equipment and personnel. Supervise and coordinate, through the Security Manager, the disposal or destruction of classified equipment and material associated with research operations.

c. ORGANIZATIONAL RELATIONSHIPS. The Research Officer will report to the Commanding Officer on specified research operations and to the Executive Officer for the routine administration of the Research Operations Department. Other officers assigned to the Research Operations Department report to the Research Officer.

328. SUPPLY OFFICER

a. GENERAL DUTIES. The head of the Supply Department will be designated the Supply Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and, while in his/her custody, maintaining all stores and equipment of the command, except as otherwise prescribed in these regulations. The Commanding Officer is the Contracting Authority for the command. On ships without Supply Corps officers assigned, contracting responsibilities may be delegated to the Supply Officer per NAVSUP 560 (SUBPARS) (NOTAL).

b. SPECIFIC DUTIES. The Supply Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Inspecting material received under orders and contracts requiring inspection on delivery. For material of a technical nature the Supply Officer may be assisted by qualified inspectors appointed by cognizant department heads.

(2) The operation of:

(a) The general mess, including preparation and service of food, except at shore activities with separate messing facilities.

(b) The wardroom mess on ships with an established billet for a Supply Corps officer as Wardroom Mess Officer.

(c) The ship's store, Navy exchange, commissary store, and any subsidiary activities and services, except at activities with separate facilities.

(d) Stores for sale and issue of clothing and small stores.

(e) Ship's stores ashore.

(f) Fuel plants and annexes ashore.

(g) The ship's laundry.

(3) Disbursing Government funds, except where there is an Assistant for Disbursing who would have the responsibility for procurement, custody, transfer, issue of, and accounting for funds. In such case, the Supply Officer will exercise general supervision over and inspect the accounts of the Assistant for Disbursing.

(4) When there is an Assistant for Food Service Afloat or Ship's Store, the Supply Officer may be relieved by that officer from responsibility for the procurement, receipt, storage, custody, issue, transfer, maintenance of proper records, accounting for, and submission of returns for food service or ship's store material. Such relief is subject to written request by the Supply Officer and approval by the Commanding Officer and is terminated upon relief or detachment of the Supply Officer or the Assistant for Food Service Afloat or Ship's Store. The Supply Officer will continue to be responsible to the Commanding Officer for the overall administration of the Supply Department, including food service afloat and ship's store; and in turn the Assistants to the Supply Officer for Food Service Afloat or Ship's Store are responsible to the Supply Officer for the

efficient operation of their areas, as required by the Naval Supply Systems Command publications.

(5) Accounting which, where applicable, will include:

- (a) Allotment accounting.
- (b) Cost accounting.
- (c) Appropriation accounting.
- (d) Property accounting.
- (e) Preparation of civilian payrolls.

(6) The coordination in ships and at other activities not operating under the plant account of the periodic inventories of equipment, including repair parts, in the custody of the several heads of departments.

(7) The administration of the ship's supplies and equipage funds so that all essential material requirements are met.

(8) The coordination, preparation, and submission of department operating budgets, if desired by the Commanding Officer.

(9) Training of selected food service personnel in ship-board pest control and coordinating control procedures with the Medical Department.

(10) Operating the information systems equipment aboard ship. During General Emergency/Abandon Ship, the Supply Officer is responsible for ensuring destruction/salvage of ADP material.

c. ORGANIZATIONAL RELATIONSHIPS. The Supply Officer will report to the Commanding Officer on matters which may adversely affect the operational readiness of the ship and to the Executive Officer for the routine administration of the Supply Department. The Assistant Supply Officer and the Assistant for Disbursing will report to the Supply Officer.

d. FISCAL DUTIES ASHORE. The Navy Supply Officer of a shore activity responsible for disbursing and accounting, will be designated the Fiscal Officer and will head the Fiscal Department.

329. WEAPONS OFFICER

a. GENERAL DUTIES. In units which have a Weapons Department, the head of that department will be designated the Weapons Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he/she will be responsible, under the Commanding Officer, for supervising the employment of ordnance equipment and equipment associated with deck seamanship, except for that ordnance or deck equipment specifically assigned to another department. On those classes of ships with a Combat Systems Department, the Department Head will be designated the Combat Systems Officer whose duties will include the duties otherwise specified for the Weapons Officer.

b. SPECIFIC DUTIES. The Weapons Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) The operation, care, maintenance and inspection of the armament, armament appurtenances, magazine spaces, fire control equipment, guns and gun directors, missile batteries, and weapons direction equipment.

(2) The procurement, care, handling, testing, stowage, accounting for, and issue and use of explosives, including ammunition, ammunition components, propellants, pyrotechnics, and nuclear weapons.

(3) The operation, maintenance, and repair of electronic equipment, ASW systems and associated sonar systems, and mine warfare systems assigned to the Weapons Department.

(4) Conducting periodic inspection of magazines and testing of sprinkler systems in accordance with existing directives.

(5) Maintaining the physical security and integrity of magazines and ready-service storage spaces.

(6) Ensuring the external physical security of the unit, in coordination with the Security Officer, when assigned. In general, the Security Officer, in coordination with the Weapons Officer, will prepare a Command Physical Security Plan. The Weapons Officer will execute the plan.

(7) Directing, through the First Lieutenant, the planning and execution of deck seamanship operations and evolutions, including anchoring, mooring, fueling, replenishment at sea, operation of the ship's boats, and care and maintenance of associated equipment.

11 April 1994

(8) Directing the operation of the paint, sail and boat-swain's lockers; and the stowage, care, accountability, and issue of associated materials and equipment.

(9) Directing, through the First Lieutenant, the maintenance, inspection, stowage and accountability of life rafts, emergency lifeboats, life jackets and other survival equipment.

(10) Supervising and coordinating the maintenance and painting of the ship's exterior, except for those areas specifically assigned to other departments.

c. SAFETY PRECAUTIONS. The Weapons Officer will ensure that in each part of the ship where ammunition is stowed or handled, or where weapons appliances are operated, applicable safety orders are posted in conspicuous places and that personnel concerned are frequently and thoroughly instructed and drilled in them.

d. ORGANIZATION OF THE WEAPONS DEPARTMENT

(1) In ships which have a Weapons Department but do not have a Deck Department, the First Lieutenant will be an assistant to the Weapons Officer and will be responsible, under the Weapons Officer, for the performance of those duties, other than those relating to ordnance, prescribed elsewhere in these regulations for a First Lieutenant. In small ships, the duties of the Weapons Officer and of the First Lieutenant may be assigned to one officer.

(2) In ships with shipboard ASW armament installed and which have a Weapons Department, the ASW Officer will be an assistant to the Weapons Officer for duties relating to submarine detection, classification, and attack.

(3) In ships with shipboard missile armament installed and which have a Weapons Department, the Fire Control Officer will be an assistant to the Weapons Officer for duties relating to the operation, care and maintenance of the missile, including nuclear missiles, and the connected appurtenances, except for those missiles or missile armaments which may be assigned to the ASW officer.

(4) In ships with gun armament installed and which have a Weapons Department, the Gunnery Officer will be an assistant to the Weapons Officer for duties relating to the operation, care, and maintenance of the gun armament and the connected appurtenances.

(5) In ships that have the capability to on load nuclear weapons, the Weapons Officer will be the Nuclear Weapons Officer. He will have duties relating to safety, preservation, testing, inspection, surveillance and processing of nuclear weapons and their associated equipment (less equipment installed in aircraft).

(6) In ships requiring additional groups in the Weapons Department, an Ordnance Officer and the Commanding Officer of the Marine Detachment may be assigned as assistants to the Weapons Officer.

(7) In small ships with only one or two types of ship-board armament, any duties prescribed for assistants to the Weapons Officer may be assigned to the Weapons Officer.

e. ORGANIZATIONAL RELATIONSHIPS. The Weapons Officer will report to the Commanding Officer concerning readiness of the department and to the Executive Officer for the routine administration of the department. The following officers, when assigned, report to the Weapons Officer:

- (1) Department Administrative Assistant
- (2) Gunnery Officer
- (3) Fire Control Officer
- (4) Antisubmarine Warfare Officer
- (5) Nuclear Weapons Officer
- (6) Missile Officer
- (7) First Lieutenant
- (8) Ordnance Officer
- (9) Commanding Officer of the Marine Detachment (as directed by the Commanding Officer).

329.1 ANTISUBMARINE WARFARE OFFICER

a. GENERAL DUTIES. The Antisubmarine Warfare (ASW) Officer, will be responsible, under the Weapons Officer, for employment, operation, and maintenance of all ASW equipment, except as otherwise assigned.

11 April 1994

b. SPECIFIC DUTIES

(1) The conduct of underwater ASW search and attack.

(2) The operation, care, and maintenance of all ASW equipment, including active and passive sonar; ASW weapons, launching, and fire control equipment; attack aids; torpedo countermeasures; and underwater communication equipment used in the identification and classification of submarines.

(3) The supervision and training of assigned personnel and other personnel assigned ASW stations or duties.

(4) Act as the Nuclear Weapons Officer for the ASW battery (if nuclear capable) when no Nuclear Weapons Officer is separately designated.

c. ORGANIZATIONAL RELATIONSHIPS. THE ASW Officer will report to the Weapons Officer.

329.2 GUNNERY OFFICER

a. GENERAL DUTIES. The Gunnery Officer will be responsible, under the Weapons officer, for the employment, operation and maintenance of gunnery assigned.

b. SPECIFIC DUTIES

(1) The conduct of naval gunfire.

(2) The operation, care, and maintenance of all gun armament, including designation equipment, fire control equipment, naval guns and associated ordnance, and attack aids used in controlling and firing guns.

(3) The supervision and training of assigned personnel and other personnel assigned gunnery stations or duties.

c. ORGANIZATIONAL RELATIONSHIPS. The Gunnery Officer will report to the Weapons Officer.

329.3 MISSILE OFFICER

a. GENERAL DUTIES. The Missile Officer will be responsible, under the Weapons Officer, for the employment, operation, and maintenance of all missile equipment, except as otherwise assigned.

b. SPECIFIC DUTIES

(1) The conduct of anti-surface and anti-aircraft missile attack.

(2) The operation, care and maintenance of all ship-launched missile armament, including designation equipment, fire control equipment, associated navigational equipment, missiles and associated ordnance, attack aids, test equipment, and telemetering equipment used in firing and controlling missiles.

(3) The supervision and training of the assigned personnel and other personnel assigned missile stations or duties.

(4) Act as the Nuclear Weapons Officer for the missile battery (if nuclear capable) when no Nuclear Weapons Officer is separately designated.

329.4 NUCLEAR WEAPONS OFFICER

a. GENERAL DUTIES. The Nuclear Weapons officer will be assigned on ships possessing nuclear weapons capability. He will be responsible, under the Weapons Officer, for the safety, preservation, assembly, testing, inspection, surveillance, and preparation of nuclear weapons and associated equipment (less equipment installed in aircraft).

b. SPECIFIC DUTIES

(1) The safety, testing, and handling of nuclear weapons and components assigned.

(2) The operation, care, and maintenance of nuclear weapons and associated equipment, including test and handling equipment.

(3) The cleanliness, preservation, and security of assigned nuclear weapons spaces.

(4) The supervision and training of assigned personnel and other personnel assigned to nuclear weapons stations or duties.

c. ORGANIZATIONAL RELATIONSHIPS. The Nuclear Weapons Officer will report to the Weapons Officer.

330. SAFETY OFFICER

a. GENERAL DUTIES. On those ships having a Safety Department, the head of the Safety Department in certain ships will be designated the Safety Officer. In addition to those duties prescribed elsewhere by regulation for the head of department, he/she will be responsible for a comprehensive safety program based on objectives established by the Commanding Officer.

b. SPECIFIC DUTIES. The Safety Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his/her department, which include:

(1) Act as the principal advisor to the Commanding Officer on safety matters.

(2) Oversee unit-wide planning to implement all elements of the Safety Program.

(3) Prepare and submit, through the chain of command, requests for outside professional safety support such as industrial hygiene surveys, comprehensive safety inspections, and motor vehicle safety training.

(4) Participate in mishap investigations as appropriate.

(5) Ensure timely and accurate submission of required mishap reports.

(6) Maintain and analyze safety records (inspection/survey reports, injury reports, mishap statistics, and medical evaluation statistical data).

(7) Participate in or appoint a trained safety representative to participate in zone inspections.

(8) Ensure wide dissemination of safety information.

(9) Schedule/coordinate safety training with the Training Officer/Planning Board for Training

(10) Serve as a advisor-recorder of the Safety Council. Prepare agenda for issuance by the Commanding Officer/Executive Officer.

(11) Serve as chairperson of the Enlisted Safety Committee.

(12) Evaluate, in conjunction with the Safety Council, the unit's Safety Program for effectiveness and compliance.

(13) Ensure with the assistance of the 3-M Coordinator, that safety discrepancies beyond the unit's capability are properly identified in the CSMP and are entered into the Availability Workload Package.

(14) Act as Hazardous Material/Hazardous Waste Coordinator.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Safety Officer will report to the Commanding Officer for safety matters and to the Executive Officer for administration of programs and correction of deficiencies.

(2) Personnel assigned to duty under the Safety Officer will report to him/her.

(3) The Safety Officer will collaborate with department heads and with departmental and divisional safety officers in matters concerning safety.

331. COMBAT SYSTEMS OFFICER

a. GENERAL DUTIES. In units with a Combat Systems Department, the head of that department will be designated the Combat Systems Officer. In addition to those duties prescribed elsewhere by regulation for the head of a department, he will be responsible, under the Commanding Officer, for the supervision and direction of the employment of the unit's combat system, including ordnance equipment.

b. SPECIFIC DUTIES. The Combat Systems Officer, under the Commanding Officer, will be responsible for the proper performance of the functions of his department, which include:

(1) The operation, care, maintenance, and inspection of the armament, armament appurtenances, and magazine spaces.

(2) The procurement, care, handling, testing, stowage, accounting for, and use of explosives, propellants, pyrotechnics, and nuclear weapons.

(3) The operation, maintenance and repair of electronic equipment of the unit, except as assigned to another department.

(4) The operation, maintenance, and repair of ASW weapons systems and associated sonar systems.

(5) The operation, maintenance and repair of the equipment connected with mine warfare.

(6) In units not having an Air Department, the functions prescribed elsewhere in these regulations for that department.

(7) Supervise the maintenance of the unit's combat systems including armament, associated appurtenance, magazine spaces, search and detection equipment, command and control equipment, and fire control equipment.

(8) Supervise the operation of the unit's armament and fire control equipment, including guns, gun directors, missile batteries, fire control systems, ASW weapons control system, and associated sonar systems.

(9) Conduct periodic inspection of magazines and testing of sprinkler systems per existing directives.

(10) Maintain physical security and integrity of magazines and ready-service stowage spaces.

(11) Ensure external security of the unit.

c. **SAFETY PRECAUTIONS.** The Combat Systems Officer will ensure that where ammunition is stowed or handled aboard ship, or where weapons appliances are operated, applicable safety orders are conspicuously posted and the personnel concerned are thoroughly instructed and drilled in safety.

d. **ASSISTANTS TO THE COMBAT SYSTEMS OFFICER** (See Figure 3-2)

(1) In ships with shipboard ASW armament and a Combat Systems Department, the ASW Officer is an assistant to the Combat Systems Officer concerning submarine detection, classification, and attack.

(2) In ships with shipboard missile or gun armament and a Combat Systems Department, the Weapons Control Officer (if assigned) will be an assistant to the Combat Systems Officer for the performance of those duties assigned to the Fire Control Officer and the Ordnance Officer.

(a) In ships with shipboard gun and/or missile armament and a Combat Systems Department, the Ordnance Officer will assist the Combat Systems Officer in the operation and maintenance of the gun and missile armament and connected appurtenances except for those missile armaments assigned specifically to the ASW Officer. In instances where multipur-

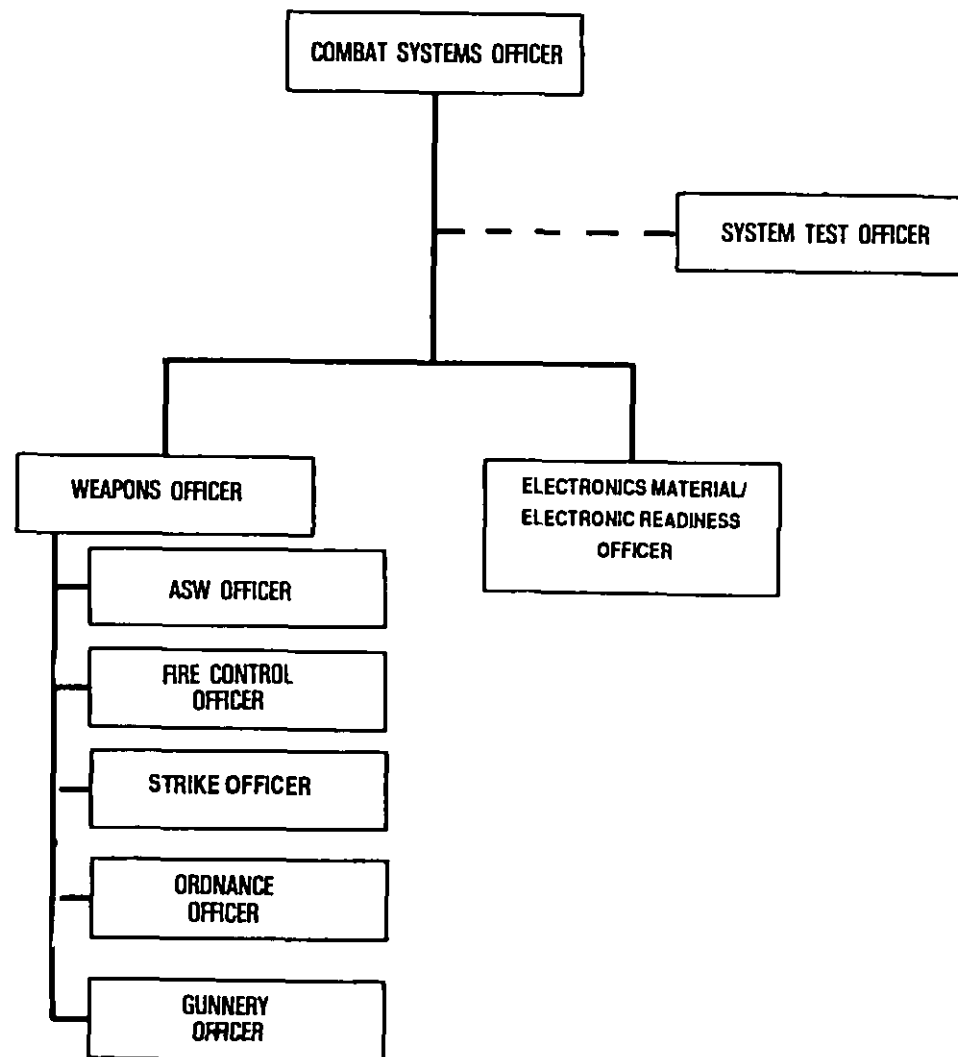


Figure 3-2. Sample Combat Systems Organization

pose missile armaments are installed, the Ordnance Officer will be responsible for their operation and maintenance.

(b) In ships with shipboard gun and/or missile fire control equipment and a Combat Systems Department, the Fire Control Officer will assist the Combat Systems Officer in the operation and maintenance of weapons designation and fire control equipment and attack aids used in firing and controlling guns and/or missiles.

(c) In ships requiring additional groups in the Combat Systems Department, a Gunnery and/or Missile Officer may be assigned as assistants to the Combat Systems Officer.

(3) In ships with nuclear weapons and a Combat Systems Department, the Weapons Officer will have the collateral duty of Nuclear Weapons Officer and will assist the Combat Systems Officer in safety, preservation, assembly, testing, inspection, surveillance, and processing of nuclear weapons, excluding nuclear missile weapons and their associated equipment (equipment installed in aircraft is the responsibility of the parent squadron).

(4) In ships with a Combat Systems Department, the Electronics Material Officer or Electronic Readiness Officer (if assigned) will assist the Combat Systems Officer in those duties relating to the material readiness of all communications (internal and external), non-fire control radars, NTDS, weather measuring, and other electronic equipment not assigned to the Fire Control Officer or Ordnance Officer.

(5) In ships with a Combat Systems Department, the Systems Test Officer is responsible, under the Combat Systems Officer, for those duties defined elsewhere in these regulations.

(6) In smaller ships with a Combat Systems Department but only one of two types of shipboard armament discussed in this article, any duties prescribed for assistants to the Combat Systems Officer may be assigned to the Combat Systems Officer.

(7) In ships with a Combat Systems Department the Strike Officer, under the Combat Systems Officer, is responsible for the maintenance of all strike weapons, firing systems, and training on board the ship.

f. ORGANIZATIONAL RELATIONSHIPS. The Combat Systems Officer will report to the Commanding Officer concerning readiness of the department and to the Executive Officer for the administration of the department. The following officers, when assigned, report to the Combat Systems Officer:

- (1) Department/Administrative Assistant.
- (2) Weapons/Weapons Control Officer.
 - (a) Fire Control Officer.
 - (b) Ordnance Officer.
 - (c) Gunnery Officer.
 - (d) Strike Officer
- (3) Antisubmarine Warfare Officer.
- (4) Electronic Readiness/Material Officer.
- (5) Systems Test Officer

331.1 SYSTEM TEST OFFICER

a. GENERAL DUTIES. The System Test Officer (STO) is responsible, under Combat Systems Officer, for the integration and management of combat system maintenance efforts, evaluation of combat systems material and operational readiness, and combat system alignment.

b. SPECIFIC DUTIES

(1) Maintain knowledge of prescribed combat system-level standards of performance for normal and casualty modes of operation.

(2) Direct and functionally integrate combat systems/subsystems to achieve the optimum combat system material readiness status.

(3) Maintain maximum combat systems material readiness through management of corrective maintenance efforts of the combat system, including recommendation for maintenance priorities and scheduling of corrective maintenance.

(4) Coordinate with other departments the required maintenance of related support subsystems.

(5) Keep the Combat Systems Officer, and other departmental officers in their areas of responsibility, informed of the material readiness of the combat systems and the results of combat system tests.

(6) Assist the Combat Systems Officer in evaluating combat system operational readiness.

(7) Maintain the proficiency of the ship's Electronics Readiness Team through training of team personnel and recommending assignment of specific subsystem technicians to the team. The exact composition of an Electronics Readiness team (number of personnel, rates, and ratings) and the exact duties will vary with the configuration of the combat system.

(8) Initiate and/or review internal reports on the operation and material readiness of the combat systems and subsystems.

(9) Maintain the Combat Systems Smooth Log (CSSL) following ship and type commander directives.

(10) Be the Technical Librarian for all combat systems technical publications, including technical bulletins, and newsletters. Maintain the library and ensure all publications are updated when changes are received on board, and that appropriate work center supervisors receive and install all changes in a timely manner.

(11) Assist the Combat Systems Officer with the configuration management of the combat systems. Execute these duties by ensuring that no modifications are made without the expressed permission of the Combat Systems Officer. Coordinate all such modifications so as to maintain the documented configuration.

(12) In addition to the configuration management duties, ensure that strict adherence to software configuration is maintained. All software received shall be controlled by the STO to ensure only the correct version is installed in the combat system.

(13) The STO shall be the primary Combat Systems Officer of the Watch (CSOOW) and as such shall be responsible for ensuring the proper training of the ship's CSOOWs.

(14) The STO will be a key member of the ship's Combat Systems Training Team (CSST), Ship's Electronic Readiness Team (SERT), and Total Ship's Training Team (TSTT) and will ensure Combat Systems Operating Sequencing System (CSOSS) training is given a high priority during all training evolutions.

331.2 ELECTRONICS READINESS OFFICER

a. GENERAL DUTIES. The Electronics Readiness Officer is responsible for evaluating the operational readiness and

monitoring the maintenance of the combat systems, including the unit's search and detection equipment and command and control equipment.

332. LEGAL OFFICER (Units with a Judge Advocate Assigned)

a. GENERAL DUTIES. On those ships having a Legal Department, the head of the Legal Department shall be a Judge Advocate and shall be designated the Legal Officer. The Legal Officer functions as the principal adviser and staff assistant to the Commanding Officer and the Executive Officer concerning the interpretation and application of the UCMJ, the MCM, the JAGMAN, and other laws and regulations, maintenance of good order, discipline, efficiency, and economy of command, administration of justice within the command, and administration and operation of the command. The Legal Officer is also the principal advisor to the Commanding Officer on operational law matters, to include: interpretation of treaties, status of forces agreements, Law of Armed Conflict, Law of the Sea.

b. SPECIFIC DUTIES

(1) Draft orders convening courts-martial, appointing orders of persons assigned to conduct JAG Manual investigations, and other legal documents.

(2) Ensure officers and enlisted personnel assigned to courts-martial, investigations and other legal duties are well versed in the legal aspects of their duties.

(3) Collaborate with the Training Officer to ensure all officers and enlisted personnel are fully acquainted with their rights and obligations under the UCMJ.

(4) Supervise the technical and clerical preparation of charges.

(5) Participate in the proper processing of cases involving nonjudicial punishment and recommend that appropriate cases be referred to trial by courts-martial.

(6) Review records of courts-martial for legality of procedure, findings, and sentences.

(7) Review for accuracy, clarity, consistency, completeness, and legal sufficiency investigative reports prepared in accordance with the JAG Manual and prepare command endorsement, as appropriate.

11 April 1994

(8) Provide personal legal assistance in accordance with Chapter VII, JAG Manual.

(9) Provide advice and assistance on Standards of Conduct, conflicts of interest, integrity and efficiency, Freedom of Information Act and Privacy Act matters, environmental law matters, congressional inquiries, and fiscal law matters.

(10) Assist in the execution of the Law of Armed Conflict (Law of War) Program.

(11) Maintain liaison with ISIC Judge Advocate and other judge advocates, as appropriate, concerning significant legal matters requiring coordination outside the command.

(12) Maintain liaison with appropriate local and governmental legal authorities.

(13) Represent the Commanding Officer at legal, disciplinary and regulatory conferences and meetings.

(14) Participate in the proper processing of personnel for administrative discharge. Arrange for counsel for the respondent, when appropriate, through the serving naval legal service office.

c. ORGANIZATIONAL RESPONSIBILITIES. The Legal Officer reports to the Commanding Officer for legal matters and to the Executive Officer for matters relating to the administration of his department. The Legal Officer shall keep the Executive Officer informed regarding legal matters upon which he or she has advised the Commanding Officer unless otherwise directed by the Commanding Officer. Personnel assigned to duty under the Legal Officer report to him/her.

333. COMMAND CHAPLAIN

a. GENERAL DUTIES. On those ships having a Chaplain Department, the head of the Chaplain Department will be an officer of the Chaplain Corps and will be designated the Command Chaplain. In addition to those duties prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for providing and facilitating religious ministries for all personnel and for advising the Commanding Officer on all matters related to religious, moral, and spiritual need.

b. SPECIFIC DUTIES. The Command Chaplain will be responsible for the proper performance of the functions of his/her department which includes the following:

(1) Developing a comprehensive program of religious ministry which includes provision for personnel of all faith groups.

(2) Conducting divine services and providing appropriate sacramental ministry and pastoral care.

(3) Organizing voluntary programs of religious education.

(4) Visiting the sick and those confined to brigs or correctional facilities.

(5) Serving as liaison between command and welfare organizations such as the Navy Relief Society and American Red Cross.

(6) Assisting the Casualty Assistance Calls Officer and providing pastoral care to grieving families.

(7) Representing the command in contacts with community religious and ecclesiastical bodies or authorities.

(8) Manning battle stations at General Quarters from which ministry can be provided to the wounded.

(9) Submitting required reports regarding religious ministries aboard the command per OPNAVINST 1730.1B.

c. COLLATERAL DUTIES. NAVREGS 1990 forbids the assignment of chaplains to duties unrelated to their specialties while assigned to a combat area during a period of armed conflict. When assigning collateral duties to the chaplain during other periods and in other areas, the governing factor for Commanding Officers shall be the recognition of the primacy of the chaplain's duty of religious ministry. Chaplains will not be assigned collateral duties which involve:

(1) Actions in violation of the religious practices of the chaplain's ecclesiastical authority.

(2) Violation of noncombatant status.

(3) Serving as director or treasurer of fund drives.

(4) Serving in any capacity relating to the solicitation, collection, or disbursing of any monies, except as administrator or custodian of a religious offerings fund.

(5) Serving on a court-martial or rendering judgement in disciplinary cases, except as required by article 0845 of U.S. Navy Regulations.

(6) Standing watches other than that of duty chaplain.

d. ORGANIZATIONAL RELATIONSHIPS. The Command Chaplain reports to the Commanding Officer in matters related to the spiritual and moral well-being of those within the command. The Command Chaplain reports to the Executive Officer in matters related to the administration of the department. Other chaplains assigned and appointed Lay Readers report to the Command Chaplain.

e. REFERENCES

(1) OPNAVINST 1730.1B

(2) U.S. Navy Regulations article 0722

(3) SECNAVINST 1730.7A (NOTAL)

334. MAINTENANCE MANAGEMENT OFFICER

a. General Duties: In CV/CVNs the head of the Maintenance Management Department will be designated the Maintenance Management Officer. In addition to the duties, prescribed elsewhere by regulations for the head of a department, he/she will be responsible, under the Commanding Officer, for coordinating the planning, execution, and documentation of ship maintenance requirements at the depot, intermediate, and organization levels.

b. Specific Duties: The Maintenance Management Officer, under the Commanding Officer, will be responsible for the proper performance of his/her department, which includes:

(1) Act as the ship's central point of contact for coordinating plans and requirements related to scheduled availabilities.

(2) Oversees the ship's 3M program under the direct supervision of the Executive Officer.

(3) Coordinate the planning, support and execution of ship's maintenance utilizing the on board maintenance management system.

(4) Maintain the ship's Current Ship's Maintenance Project (CSMP).

(5) Maintain required documentation and ensure data processing support specified by governing Fleet Modernization Program (FMP), 3M, and on board maintenance management systems instructions.

(6) Provide necessary support to TYCOMs, SYSCOMs, and PERA CV in matters relating to FMP, ship's maintenance, and 3M requirements.

(7) Act as the specific point of coordination between the ship and industrial activities; provide other services as directed by TYCOM instructions.

(8) Manage and coordinate the ship's quality assurance program and production control services as established by applicable directives.

(9) Manage the operation of the Maintenance Support Center.

c. ORGANIZATIONAL RELATIONSHIPS. The Maintenance Management Officer will report to the Commanding Officer for matters pertaining to command policy and performance. He reports to the Executive Officer on administrative matters. Under the direct supervision of the Executive Officer, the Maintenance Management Officer oversees and is responsible for the 3M coordinator's management of the ship's 3M program.

350. DEPARTMENT ORGANIZATION

a. Figure 3-3 illustrates the standard organization of a department and the lines of authority and relative position of the officers. For the lower echelons of the organization, the structure must be expanded or combined to fit the needs of the unit.

b. Functional guides in this chapter generally apply to all units. However, some units may find the prescribed responsibilities are not carried out as indicated. These general guides may be modified to suit particular needs. Type commanders may generate guides for specific department heads to supplement the general guides, thus detailing the functions and requirements for specific type commands.

351. DEPARTMENT DUTY OFFICER

a. GENERAL DUTIES. The department duty officer will be the officer or petty officer with the day's duty in port who